



## **Finance Committee Meeting Minutes**

**February 24, 2014 7:00PM, Community Room**

**Tyngsborough Town Hall**

**Tyngsborough, Massachusetts**

Members Present: Robert Mullin, Chairman (RM)  
Darryl Wickens, Vice Chair (DW)  
Scott Hammer, Secretary (SH)  
Chris Mellen (CM)  
Paul Morin (PM)

Attendees (joint session): Michael Gilleberto, Town Administrator  
Nina Nazarian, Assistant Town Administrator  
Kerry Colburn-Dion, Finance Coordinator  
Therese Gay, Administrative Assistant  
Karyn Puleo, Board of Selectmen  
Robert Jackson, Board of Selectmen  
Allen Curseaden, Board of Selectman  
Rick Reault, Board of Selectmen  
Corliss Lambert, Board of Selectmen

Presenters: Matt Marro, Conservation Director  
William Gramer, Planning Board  
Claire Cloutier, Zoning Board of Appeals  
Paul Welcome, Building Commissioner  
Barbara Roche, Council on Aging  
Christopher Dery, Veterans Agent  
Alison Page, Recreation Department  
Eric Estochen, Recreation Committee  
Gene Spickler, Town Collector  
Catherine Gabriel, Town Accountant

**PM made a motion to come into session at 7:03 PM, CM seconded all in favor 5-0-0.**

**Item 1:** Joint Meeting with Board of Selectmen  
FY 2014 Snow and Ice Removal Budget  
Supporting documents: Snow and Ice Removal Budget Request

Michael Gilleberto presented the latest update to the town's snow and ice removal expenses for FY 2014. An additional increase of \$100K was requested to meet the current needs; this increase will be carried over to the FY 2015 budget.

**DW made a motion to approve an increase in the Snow and Ice Removal budget by \$100K, seconded by SH, all in favor 5-0-0.**

**Item 2: Joint Budget Hearing #3 (with Board of Selectmen)**

Conservation, Planning Board, Zoning Board of Appeals, Town Collector, Treasurer, Accounting, Recreation, Council on Aging, Veteran's, Building, Plumbing/Gas and Electrical Departments

Supporting documents: FY 2015 Budget Requests, including non-level-funding items, for the following Departments:

- Department 171, Conservation Commission
- Department 175, Planning Board
- Department 176, Zoning Board of Appeals
- Department 241, Building Inspection
- Department 242, Gas Inspection
- Department 243, Plumbing Inspection
- Department 245, Electrical Inspection
- Department 541, Council on Aging
- Department 543, Veterans Services
- Department 692, Memorial Day Committee
- Department 630, Recreation
- Department 146, Town Collector
- Department 145, Treasurer
- Department 136, Annual Audit
- Department 135, Town Accountant

Conservation Commission: Matt Marro presented the FY 2015 Town Collector department budget request which at \$51,500 is \$5,000 over the FY 2014 budget. The increase is because the FY 2014 budget contained an offset from the Wetland Protection Fund for a portion of the clerical salaries. As recommended by the DOR and MGL, the offset will now be addressed in a transfer of \$5,000 from the Wetland Protection Fund which will be on the Town Meeting Warrant.

Planning Board: Bill Gramer presented the FY 2015 Planning Board's budget, which at \$27,700 is mainly unchanged from the FY 2014 budget.

Zoning Board of Appeals: Claire Cloutier presented the FY 2015 Zoning Board of Appeals budget which at \$9,700 is mainly unchanged from FY 2014.

Building Commissioner: Paul Welcome presented the Building, Gas, Plumbing, and Electrical Inspection base budget requests for FY 2015 which at \$115,200, \$11,500, \$11,500, and \$23,000 are largely unchanged from FY 2014. Additional budgets of approximately \$13,000 in FY 2015 were requested to

cover inspection activities for the GLTHS renovation project. Operating budgets for these departments will increase over the following year as well due to the GLTHS renovation project. Permit fees collected will be placed in a Stabilization Fund and will be used to fund these increases. Any funds left over will be used to reduce the town's debt service for the renovation.

Council on Aging: Barbara Roche presented the FY 2015 Council on Aging base budget request which at \$111,800 is essentially unchanged from FY 2014. An additional budget request of \$19,200 was made for anticipated expenses associated with the move to and operation of the new Senior Center. The move to the new center is being planned for about 6 months into FY 2015.

Veteran's Agent: Christopher Dery presented the FY 2015 Veteran's department budget request which at \$357,100 is mostly unchanged from FY 2014. For planning purposes, budget estimates for FY 2016 and FY 2017 were also presented which showed anticipated increases in veteran's benefits. An additional budget request of \$1,260 was made for flag set-up expenses. The Memorial Day Committee FY 2015 budget request is \$900 which is unchanged from FY 2014.

Recreation Department: Alison Page and Eric Estochen presented the Recreation Department and Field Maintenance FY 2015 base budget request, which at \$65,400 is unchanged from FY 2014 budget. Additional budget requests of \$51,500 were made for restoration of FY 2014 reductions, portable toilet expenses at the Riverfront Park (\$1,250), maintenance expenses at the Bicentennial fields (\$46,300), and maintenance of the dog park (\$1,400). Questions were raised with regard to user fees and field utilization, and a recommendation was made for the department to review user fee policies for all fields in town.

Town Collector: Gene Spickler presented the Town Collector FY 2015 base budget request which at \$139,800 is unchanged from FY 2014 budget. Additional budget requests were made for \$2,300 for postage increases, \$3,000 for new computer hardware, and between \$2,500 and \$35,000 for upgrades or replacement of the software package used in the department. The hardware request will be addressed with overall municipal system needs which will be incorporated into a request to the Capital Asset Management Committee for consideration.

Accountant: Catherine Gabriel presented the Accountant FY 2015 base department budget request which at \$71,200 is unchanged from FY 2014. An additional budget request of \$2,800 was made for training, office supplies, and upgrades to department computer hardware and software.

Treasurer and Annual Audit: Kerry Colburn-Dion presented the Treasurer FY 2015 base budget requests which at \$180,100 is essentially unchanged from FY 2014. Additional budget requests totaling \$1,000 were made for software updates, postage, and training. The Annual Audit FY 2015 budget request of \$31,500 is slightly reduced from FY 2014.

## **Adjournment**

**DW made a motion to adjourn at 9:10 PM, seconded by CM. All in favor 5-0-0.**

Prepared by: Scott Hammer, Finance Committee Clerk